DB SCHENKER SPAIN-TIR

User Manual

WEB Portal, Inbox facturae (eInvoice)

IT

01-06-2014

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1. INTRODUCTION.

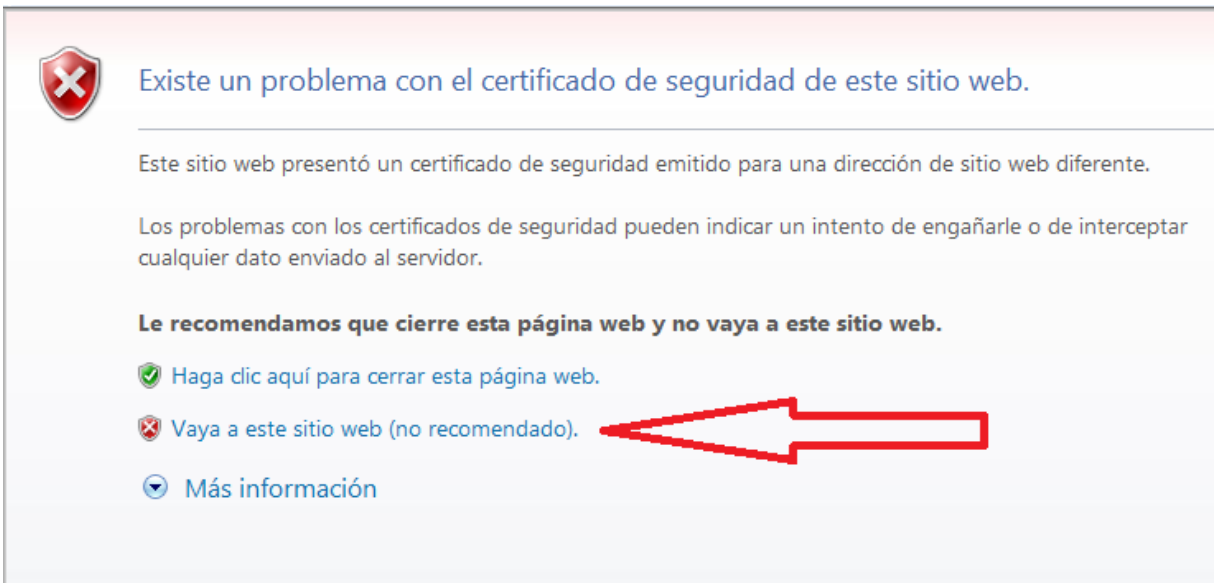
This Manual describes the basic functionalities of our Web Portal for receipt of invoices and an alternative option of receiving invoices through a structured mail.

The purpose of the implementation of this system is to shorten the time from the issuance of invoice by the supplier and its reception in our approval flow.

2. LOGIN & ACCESS TO SYSTEM.

Link:https://facturae.schenker-spain.net/recepcionfacturaedbschenker

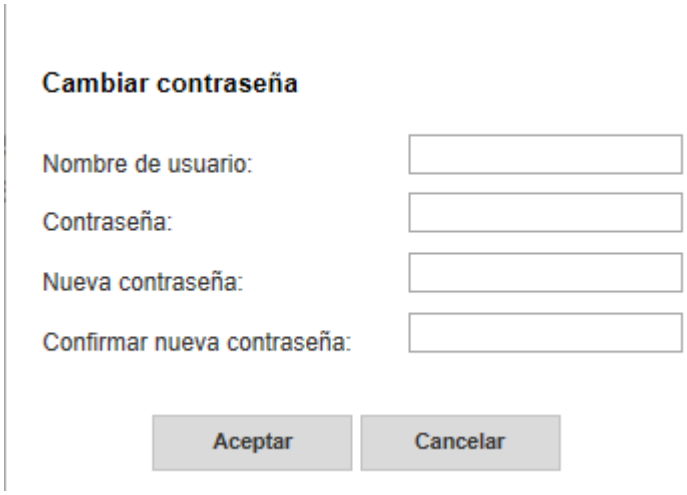
In order to access the web it's not required to install any certificate, so you can safely click on "Continue to this website".


Existe un problema con el certificado de seguridad de este sitio web.
Este sitio web presentó un certificado de seguridad emitido para una dirección de sitio web diferente.
Los problemas con los certificados de seguridad pueden indicar un intento de engañarle o de interceptar cualquier dato enviado al servidor.
Le recomendamos que cierre esta página web y no vaya a este sitio web.
Haga clic aquí para cerrar esta página web.
Vaya a este sitio web (no recomendado).
Más información

User name to log in will be VAT number preceded by the country code (ES for Spain), i.e. ESA08363541.

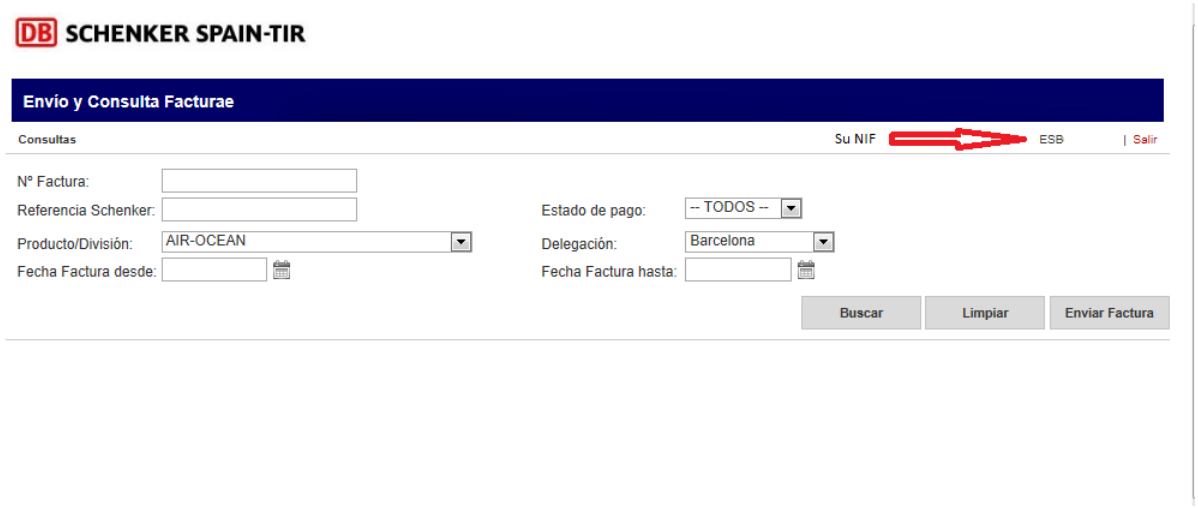
The activation of an account needs to be requested beforehand from the IT Department DBSchenker Spain-Tir (email: it.support.spain@dbschenker.com), who will provide a startup password.

Once logged in for the first time, it's highly recommended to change the password by choosing the option "Cambiar Contraseña" ("Change Password").



3. WEB PORTAL NAVIGATION.

After log in, users can view all existing invoices registered in our database under their VAT number.



Searches or queries can be narrowed through the following fields, some of which have a dropdown where you can select one of the accepted values:

- **Nº Factura (Invoice No.),** invoice number as per received document.
- **Producto/División (Product/Division)**, It's mandatory to select one (AIR-OCEAN, FERIAS, LOGISTICA, TERRESTRE o ADMINISTRACION-GASTOS GENERALES). The most used Product will be informed by default.
- **Delegación (Branch)**. It's Schenker's Branch to which the service is invoiced, the acceptable values depends on the Product/Division previously selected.
- **Fecha Factura (Invoice Date) from/to.** A range of the invoice date can be selected to narrow searches.
- **Estado de pago (Payment Status)**, Searches can be narrowed through the current Payment Status. All possible values are displayed by default:

a) ***En trámite (In Process)***, the invoice has been received correctly

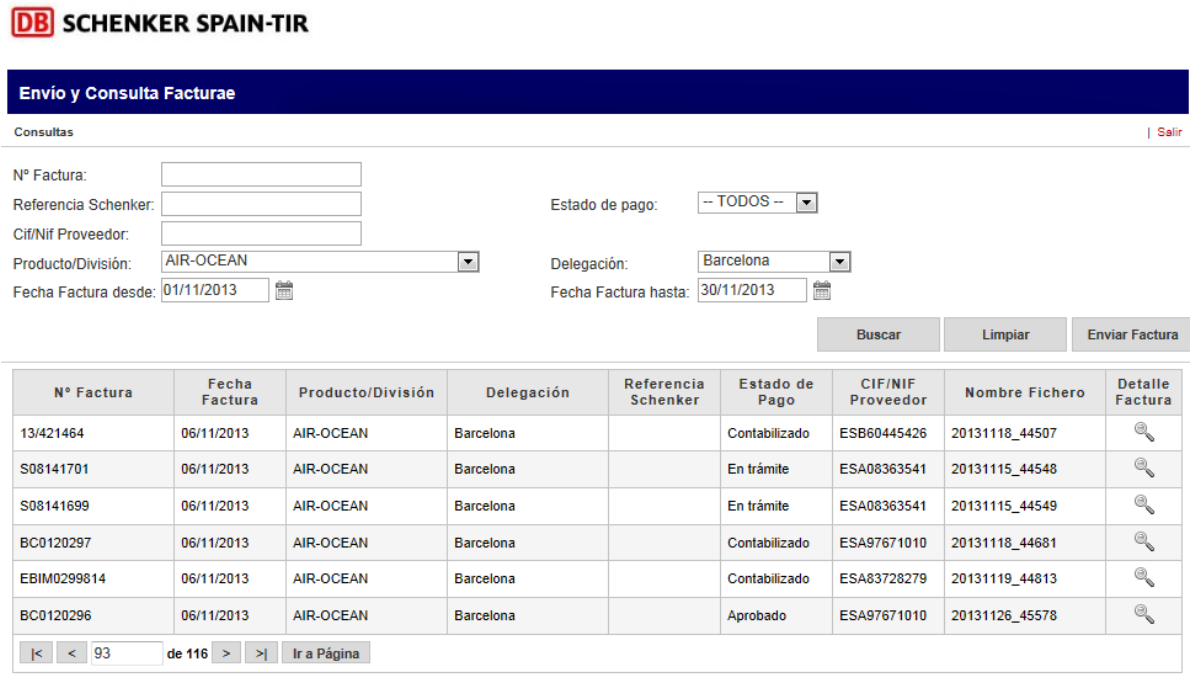
b) ***Aprobado (Approved)***, the invoice has been shaped by the department requesting service or purchase

c) ***Rechazado (Rejected)***, the invoice has been rejected by the department requesting service or purchase

d) ***Contabilizado (Accounted)***, the invoice has been accounted by our financial department and the process of payment has begun

e) ***Pagado (Paid),*** the invoice has been paid

f) ***Incidencia,*** the invoice could be rejected if formal and legal requirements are not meet, for more information please read section 5 of this manual.


DB SCHENKER SPAIN-TIR
Envío y Consulta Facturae
Consultas
| Salir
Nº Factura:
Referencia Schenker:
Cif/Nif Proveedor:
Producto/División: AIR-OCEAN
Fecha Factura desde: 01/11/2013
Estado de pago: -- TODOS --
Delegación: Barcelona
Fecha Factura hasta: 30/11/2013
Buscar
Limpiar
Enviar Factura
Nº Factura | Fecha Factura | Producto/División | Delegación | Referencia Schenker | Estado de Pago | CIF/NIF Proveedor | Nombre Fichero | Detalle Factura
13/421464 | 06/11/2013 | AIR-OCEAN | Barcelona | | Contabilizado | ESB60445426 | 20131118_44507
S08141701 | 06/11/2013 | AIR-OCEAN | Barcelona | | En trámite | ESA08363541 | 20131115_44548
S08141699 | 06/11/2013 | AIR-OCEAN | Barcelona | | En trámite | ESA08363541 | 20131115_44549
BC0120297 | 06/11/2013 | AIR-OCEAN | Barcelona | | Contabilizado | ESA97671010 | 20131118_44681
EBIM0299814 | 06/11/2013 | AIR-OCEAN | Barcelona | | Contabilizado | ESA83728279 | 20131119_44813
BC0120296 | 06/11/2013 | AIR-OCEAN | Barcelona | | Aprobado | ESA97671010 | 20131126_45578
|< < 93 de 116 > >| Ir a Página

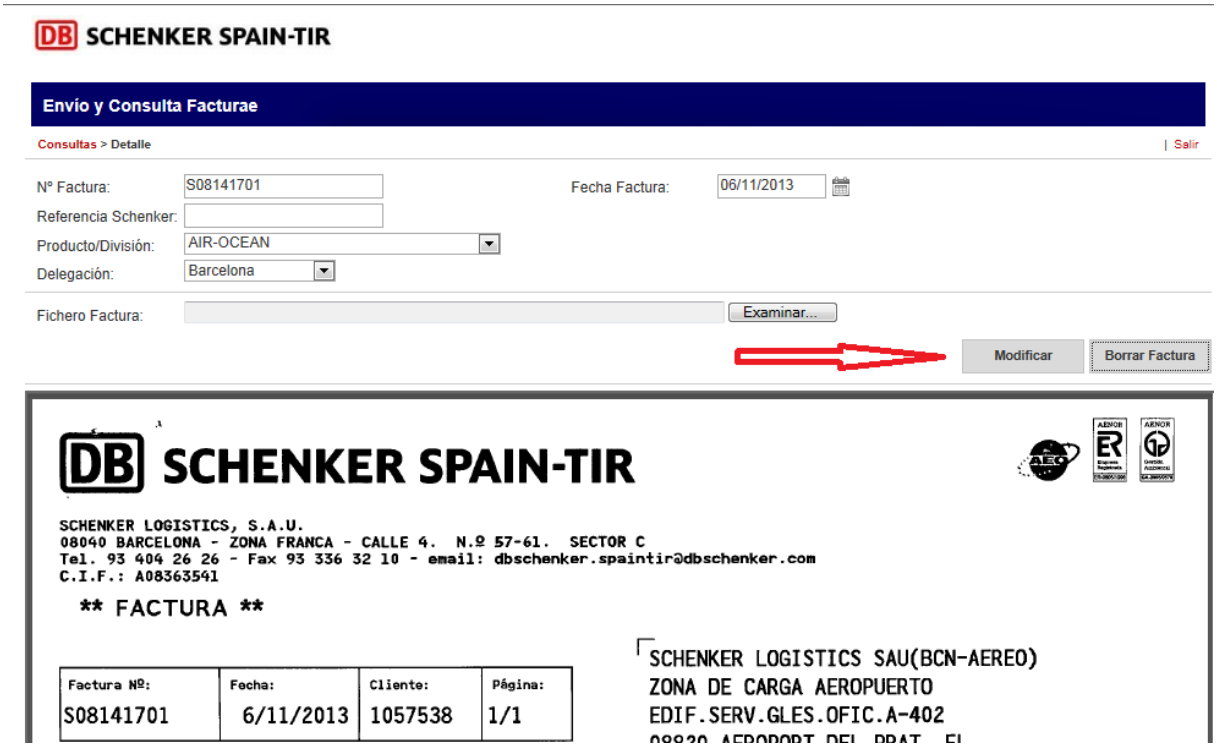
To view the results of the search please click on “Buscar” (Search) and six invoices will be displayed per page. To continue your enquiry please use the footer bar.

In case you want to display one invoice please select the icon with a magnifying glass shape on the field “Detalle Factura” (Invoice Detail).

Then it will be possible to Modify or Delete the invoice only if it hasn’t been processed by our system. In the invoice has been already processed by our system, then modifications won’t be allowed.

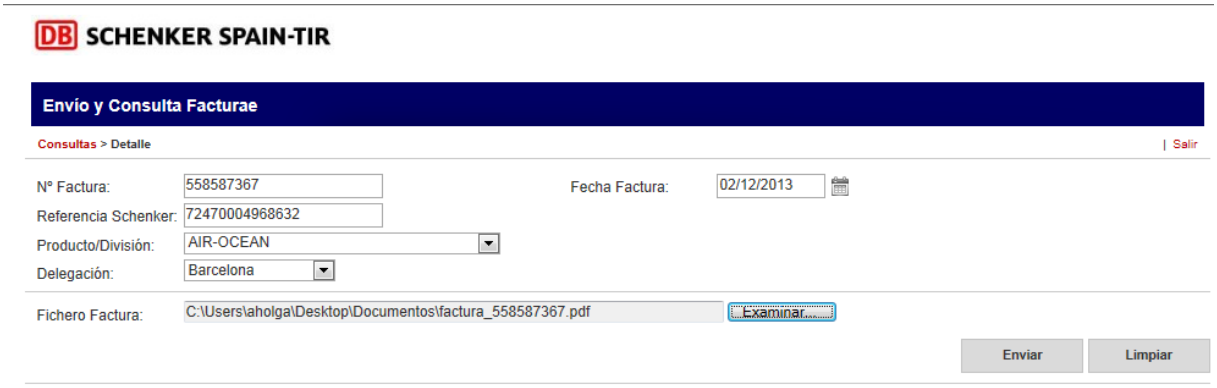
All invoices uploaded to our Web Portal will be processed during the same night they’ve been received, so changes will be allowed during the same day.

In order to upload a new invoice, please return to the search screen (marked in red in attached image).



By clicking on “Enviar Factura” (Send Invoice), you will be able to upload an invoice in pdf / tiff format to the Web Portal. The following data should be completed beforehand:

- **Nº Factura (Invoice Number)**, as indicated in the image of document
- **Fecha Factura (Invoice Date)**, as indicated in the image of document
- **Referencia Schenker (Schenker Reference)**, so far this field is not mandatory, but it allows us to process the invoice when there is only one reference for the total amount of the invoice.
- **Producto/División (Product/Division)**, to which the invoice has been issued
- **Delegación (Branch)**, as indicated in the image of document
- **Fichero Factura (Invoice File)**, click on “Examinar” (Explore) to attach the invoice file, please remember that only one invoice is accepted for each file, otherwise it will be rejected.



Finally click on “Enviar” (Send) to upload the invoice to our database. If you detect that a different document has been attached by mistake, it’s possible to fix it by following the instructions detailed in page 7, provided that the invoice had not been yet processed by the system.

4. RECEIVING INVOICES BY EMAIL.

If this second option is chosen, the file with the invoice should be sent in PDF or TIFF format (only these formats are accepted) by email to the address:

facturae.spain@dbschenker.com.

Just one file and one invoice will be accepted for each email sent/received.

In order to process the invoice automatically, the subject of the message should show the Product/Division, the invoiced Schenker branch and finally the Username of the supplier in the Web Portal.

In summary, we need to receive an email with an attached pdf or tiff file indicating in the subject of the message, separated by underscores some codes that will allow us to obtain the three abovementioned data. I.e. **AO_SJCBCN_ESA08363541**, where AO means that it’s a service related to Air or Ocean Transport, SJCBCN that the invoice has been issued to our BARCELONA branch and the Username/Login indicates the issuing supplier.

Below, there is a list connecting the existing codes depending on the Product/Division and the Schenker branch.

Product	Code	Branch
AO	SJCBCN	Barcelona
AO	SJCBIO	Bilbao
AO	SJCMAD	Madrid
AO	SJCALC	Alicante
AO	SJCVLC	Valencia
AO	SJCPMI	Palma de Mallorca
AO	SJCSDQ	Santo Domingo
AO	SJCZAZ	Zaragoza

Product	Code	Branch
ADM	0208	Barcelona
ADM	0248	Bilbao
ADM	0203	Alicante
ADM	0246	Valencia
ADM	0253	Havana
ADM	0207	Palma de Mallorca
ADM	0254	Santo Domingo
ADM	0250	Zaragoza
ADM	0299	Central
ADM	0201	Alava
ADM	0217	Girona
ADM	0220	Irun
ADM	0225	Lleida
ADM	0228	Madrid
ADM	0232	Orense
ADM	0235	Las Palmas
ADM	0236	Vigo
ADM	0238	Tenerife
ADM	0243	Tarragona
ADM	0251	Santander
ADM	0270	Parets

Before sending the invoice by email, please ensure that all requirements described in next paragraph 5 are fulfilled. Otherwise, you will receive an error email accompanied by the image of invoice, meaning that the invoice couldn't be processed and indicating the corresponding reason.

5. FORMAL AND LEGAL REQUIREMENTS FOR PROCESSING INVOICES.

1. Only invoices issued to our correct company name Schenker Logistics S.A.U. will be accepted.
2. Only invoices showing our VAT ESA08363541 will be accepted.
3. Every invoice should show the following data:
   - 3.1. Invoice Number
   - 3.2. Invoice Date
   - 3.3. Name and surname, full company name, both the shipper of invoice and the consignee thereof.
   - 3.4. VAT number (NIF) assigned by the Spanish Tax Authority or, alternatively, by the Tax Authority of other state belonging to the European Union.
   - 3.5. Address both the shipper of invoice and the consignee thereof.
   - 3.6. Cancelled
   - 3.7. Tax rate(s), if applied to such operations.
   - 3.8. The tax which, if any, is passed on, to be entered separately.
   - 3.9. Cancelled
   - 3.10. Cancelled
4. Calculation of invoice amounts should be correct (tax base x %VAT + exempt base = total amount).
5. The invoice must show mandatory Schenker Shipment Number or some of the following references which allow us to find the corresponding Shipment Number:
   - 5.1. STT (Schenker Tracking and Tracing) Number.
   - 5.2. MAWB or HAWB Number.
   - 5.3. Ocean OBL or HBL Number.
   - 5.4. Container Number.
6. Invoice should not have been sent previously. If there is already a similar invoice in our database (a document with the same number, date and issuing company), the new document won't be processed nor any notification will be sent to the user.
7. Subject structure of email should fulfill all requirements specified in this manual.
8. File attached to email should be in one of the accepted formats (pdf o tiff).
9. Just one invoice for each attached file will be accepted.
10. Invoice data cannot be in the future.
11. Invoice won't be accepted if it's totally or partially unreadable.

Note: Operations for which an invoice is not mandatory.

The most common events for which there is no obligation to issue an invoice are:

- Insurance and reinsurance operations
- Delivery of stamps and stamped bills
- Financial transactions (cash deposits, transfer of certificates of deposit, credits or loans, warranties, purchase of currency, etc.). Management fees of deposits or portfolios are excluded.

Do not hesitate to contact us should you need further assistance to the following email addresses:

Email address for technical support: it.support.spain@dbschenker.com

Email address for financial support: facturae.support.spain@dbschenker.com